



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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www.doe.sd.gov

TO: Authorized Representatives
School Nutrition Programs

FR: Sandra Kangas, Supervisor
Child & Adult Nutrition Services

DT: July 6, 2007

RE: Combined Application Renewal for Child Nutrition Programs

The annual renewal application for child nutrition programs is enclosed. The application packet is due August 31, 2007. If you need additional copies or you desire to participate in additional programs, please contact the secretary at 773-3413 and she will mail the additional sections. These are also available on the Department of Education - Child & Adult Nutrition Services website.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This includes Child & Adult Care Food Program. We realize that you may not know the details for the Summer Food Service Program at this point. This makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

Check through parts 2 and 3 that are currently on file at the district and submit changes. It is not necessary to submit a change for part 2(E) regarding audit, as we will obtain that information through the annual audit statement from Finance & Management.

Instructions for all sections are included on colored pages. Read these carefully before beginning. All agreement packets are available on our website in the specific program's section at doe.sd.gov/oess/cans/. You can download and complete this on your computer. Submit the application by mail because it requires an original signature or, if your agency has the capability, it can have an electronic signature.

There are no changes at this time for the 2007-08 program year. We expect to receive proposed changes about the meal patterns in this school year.

Child and Adult Nutrition Services - DOE
Website: doe.sd.gov/oess/cans
This agency is an equal opportunity provider.

Keep using the old "And Justice for All" posters from the prior years until we are able to provide the new posters from US Department of Agriculture. The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). A small version of the new poster is available at <http://www.fns.usda.gov/cr/justice.htm>. Use version 475c.pdf.

Summer Food Service Program (SFSP) information will be mailed out in the spring of 2008 that must be completed and returned for approval at that time.

We must suspend reimbursement for meals and use of commodities if the Application is not approved by October 1. That may mean loss of payment, not just a delayed payment, in some instances. If you have problems understanding or completing the Application, please contact a child nutrition program specialist from this office.

If you need to make any changes to the Application, Agreement, or personnel during the year, have the authorized representative submit the changes in writing. Agencies must be licensed or accredited, as appropriate, to participate.

Record Retention - All Programs: The previous agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.

Information and guidance on determining eligibility and verification, site monitoring, verification, appeal procedures, and school lunch edit checks can be found in the USDA and State Guidance Manuals for each program and the state numbered memos. The numbered memos are also available on the CANS website in the appropriate program section at doe.sd.gov/oess/cans/index.asp.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and service management companies. They must meet federal contract standards as well as state law.

Reimbursement rates for program year 2007-2008 and claim forms will be mailed separately. The claim for July, due in August, will be the first of the year to be submitted on the new form. The June claim, due in July, is still part of the prior year. You can also get the claim forms from the CANS website.

Audit statements were due March 31 for most agencies or 9 months after the end of the agency's fiscal year. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE
800 Governors Drive, Pierre, SD 57501-2235

fax: 605-773-6846

Marlyce Micklos marlyce.micklos@state.sd.us	773-3610	School meal and school milk programs questions regarding agreements, operating procedures, meal counts, applications for free and reduced price meals/free milk, menu analysis.
Jean Schuurmans jean.schuurmans@state.sd.us	773-6026	
Melissa Halling melissa.halling@state.sd.us	773-3566	Child care questions regarding agreement, meal benefit applications, and operating procedures.
Janelle Peterson Janelle.peterson@state.sd.us	280-4278	Technical assistance
Cassandra Pope cassandra.pope@state.sd.us	773-3110	Processed commodities, Summer Food Service applications and procedures
Amy Richards amy.richards@state.sd.us	773-4718	Team Nutrition, Certification Institute
Elaine Scott elaine.scott@state.sd.us	773-3110	Processing contracts, donated food, commodity orders and receipts
LeEtta Shaffner leetta.shaffner@state.sd.us	773-4353	Commodity orders and receipts
Shar Venjohn shar.venjohn@state.sd.us	773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas sandra.kangas@state.sd.us	773-4746	General program questions, food service management company contracts, special provisions

Office of Finance and Management - DOE
700 Governors Drive, Pierre, SD 57501-2291

fax: 605-773-6139

Cody Stoeser cody.stoeser@state.sd.us	773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher laurie.schumacher@state.sd.us	773-3349	Claims for reimbursement, revised claims

Claim due dates for 2007-08 When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Feb 29	Mar 30
January	Feb 10	Mar 31	Apr 30
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28